

Using the Add New

The **Add New** Screen is designed so that you can either:

- Add an existing user on Edublogs.org (or the Edublogs Campus site) to the blog
- Create a username for a person who isn't already a member of the Edublogs.org (or the Edublogs Campus site) and at the same time add that new user to the blog

Please Note:

- It is better to use either Add New User or Add Users (Add Existing Users) if you are an Edublogs Pro or Campus user

1. Go to **Users > Add New** in your Dashboard

2. For an existing user add their username, the email address attached to that username, select their role and click **Add User**.

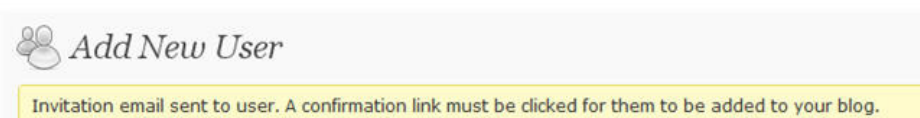
- *Tip:* You will see a message saying 'Sorry, that email address is already used!' or 'Sorry, that username already exists!' if you enter the incorrect combination of username or email address



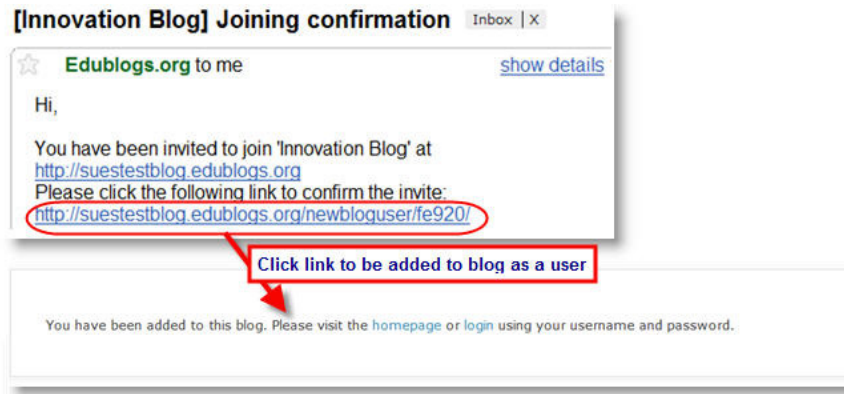
3. For a new user, add a suitable username, their email address, select their role and click Add User.

Tips:

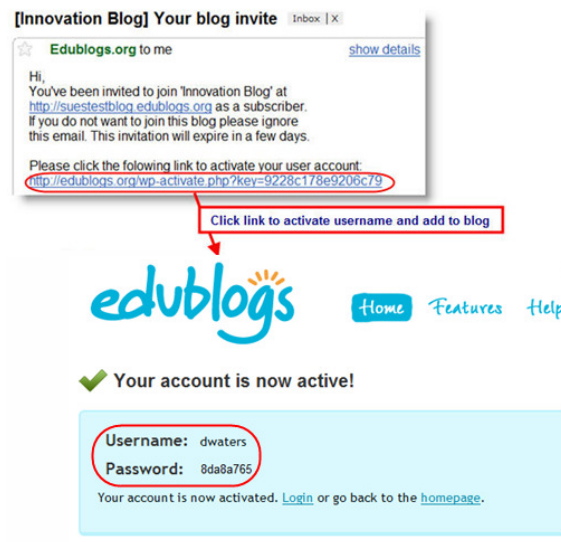
- For both existing and new users they will be sent an invitation email and they must click the confirmation link before they're added as a user to the blog. This email normally arrives within 30 minutes.
- New users have 48 hours to click on the link in the email to activate their account otherwise you will need to reset up their account.
- Spam filters, especially strict ones for institutional email addresses, often block these activation emails. If unsure use free webmail accounts such as gmail, hotmail that don't block these invitation emails.
- Use only lowercase letters and numbers, with no spaces, in the username
- The username is what they use to sign into the blog dashboard and is displayed on posts and comments they write. You can't change a username, however you can change what name is displayed (<http://theedublogger.edublogs.org/2008/02/09/changing-your-display-name-and-setting-up-your-comment-avatar/>)
- It won't allow you to create several usernames with the same email address because the system resets password based on email address. But you can trick it using the gmail+ method (<http://help.edublogs.org/2009/02/27/creating-student-accounts-using-one-gmail-account/>)



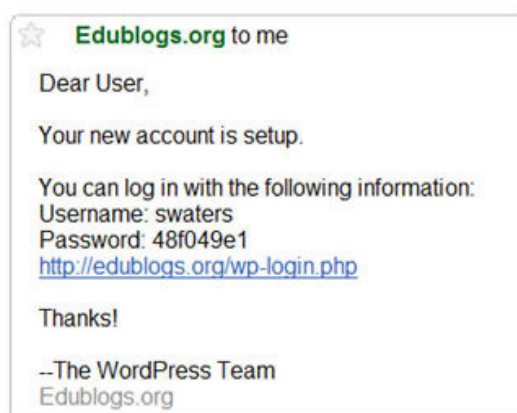
4. Existing users are sent a joining confirmation email



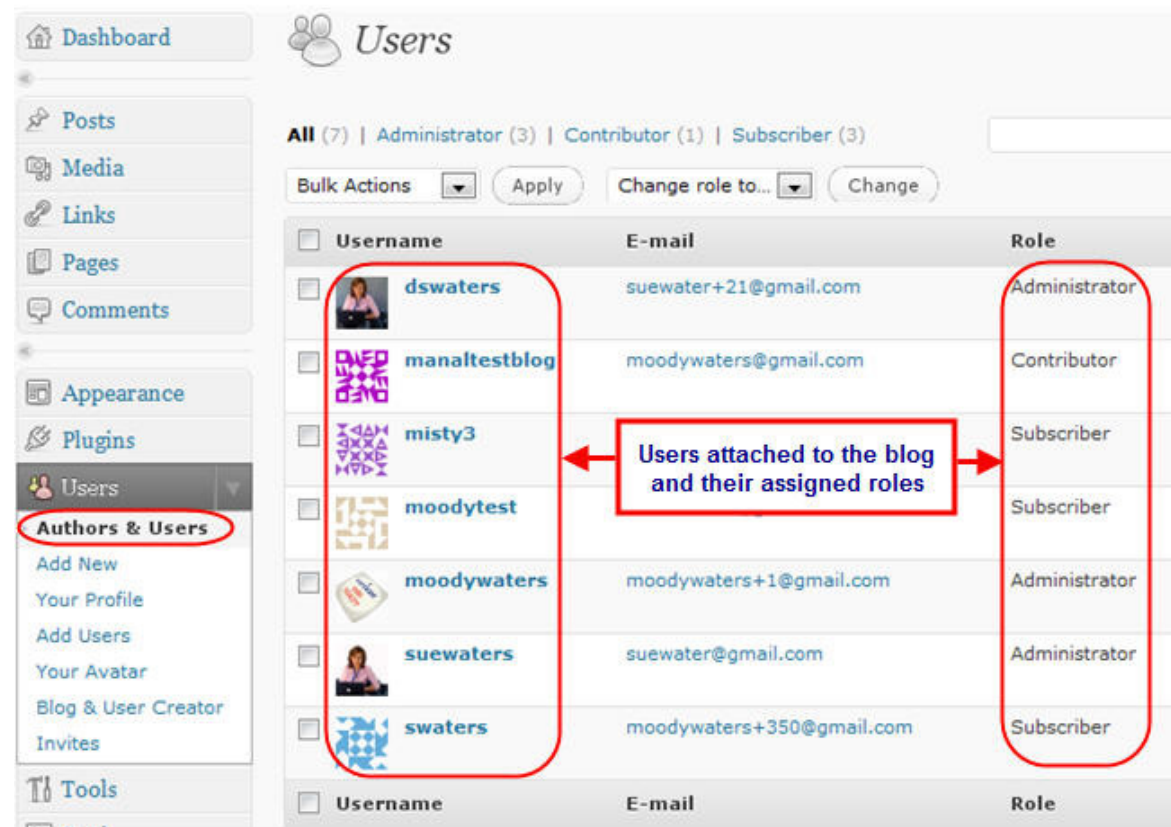
5. New users are sent a blog invite email



6. Once a new users clicks the link in the blog invite email they will be sent an email with their username, their password and a login link



7. Once users have confirmed your invite they will be listed as users on your **Authors and Users** screen and only be able to access features in your blog's administration panel based on the role you've assigned them.



Users

All (7) | Administrator (3) | Contributor (1) | Subscriber (3)

Bulk Actions Change role to...

Username	E-mail	Role
 dswaters	suewater+21@gmail.com	Administrator
 manaltestblog	moodywaters@gmail.com	Contributor
 misty3		Subscriber
 moodytest		Subscriber
 moodywaters	moodywaters+1@gmail.com	Administrator
 suewaters	suewater@gmail.com	Administrator
 swaters	moodywaters+350@gmail.com	Subscriber

Users attached to the blog and their assigned roles

See Also:

- Using Add New Users (<http://help.edublogs.org/2009/08/24/using-add-new-users/>) Edublogs Pro and Campus only
- Using Add Users (Existing Users) (<http://help.edublogs.org/2009/08/24/using-add-users/>) Edublogs Pro and Campus only